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FEDERAL COMMUNICATIONS COMMISSION

FOREIGN BROADCAST INTELLIGENCE SERVICE

1424 K STREET N. W.  
WASHINGTON, D. C.

October 2, 1943

*File*

MEMORANDUM FOR MR. SHEPHERD:

These are the Administrative Memoranda I issued with an attempt to bring more order into our filing system. As I understand it, you are going on from here to further assure us that our files in all respects conform with the best government standards.

[Redacted Signature]

Robert D. Leigh

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ADMINISTRATIVE MEMO NO. 13  
(to replace Memos. No. 3F and 5)

December 28, 1942

TO DIVISION AND SECTION CHIEFS OF FBIS:

Routing and Filing of Correspondence

(1) All incoming mail is received by Mail and Files, and after being handled, returns to Mail and Files for classification and permanent filing, together with three carbons of such reply to the letter as has been made.

(2) In addition to Mail and Files, division heads and administrative officers may keep their own divisional file for purposes of keeping close at hand carbons of letters of reply which they have made. In the case of an incoming letter of documentary value, or which needs to be referred to frequently, a carbon copy of the original may be made and kept in the divisional file.

(3) All correspondence from the FBIS to agencies or organizations outside the FBIS or the FCC shall be signed by the Director. The same is true of telegraph and cable messages to and from outside agencies. In many cases such correspondence will actually be prepared by division heads and sent to the Director for his signature. In his absence the Assistant to the Director will provide the signature. Any correspondence addressed to Cabinet members, the heads of Government departments or of independent agencies, shall be signed by the Chairman of the Commission rather than the Director of FBIS.

(4) When incoming letters to division chiefs are not disposed of by reply and filed in Mail and Files during the current day, they may remain as on-top-of-the-desk current correspondence in the division office or the office of the divisional secretary. Such material should never be of such volume that it cannot be readily produced in response to a query. It is expected that such incoming letters shall not remain as current for more than one week; at least acknowledgment should be made within that time. The disposal of such current letters means that they will be automatically returned to Mail and Files, together with carbons of the letters of reply, to be available for later reference and use by any member of the Service.

(5) Most division offices will wish to keep in their divisional files carbon copies of a certain proportion of outgoing mail in a special "hold" file, in order that a periodic secretarial check may be kept on requests made of other members of the staff or other agencies to see that there is a response within a reasonable or specified length of time. This will help to prevent any tendency to keep incoming letters out of Mail and Files.

There are some exceptions to this general arrangement which are specifically noted below:

(1) Exceptions to the rule that the Director shall sign all correspondence addressed to persons outside the Commission are as follows:

- a. [ ] as Senior Administrative Officer signs answers to routine applications for positions. STAT
- b. [ ] as Chief of the Analysis Division signs answers to routine applications and letters accompanying responses to routine and repeated requests from other agencies for special reports or material. Copies of these replies are sent to the Director's Office. STAT

The foregoing does not apply to answers of any kind to officers of foreign governments, which should always be signed by the Director.

(2) [ ] personnel file operates as an extension of Mail and Files, retaining the classifications used by our Mail and Files, for all correspondence relating to personnel applications and records. The Analysis Division may retain personnel files for a "current" on-top-of-the-desk period, but they are to be permanently filed in [ ] office. It should be noted that the personnel file in [ ] office is a section of our Mail and Files, and that our Mail and Files is itself a branch of the general FCC Mail and Files, and that its classifications are so arranged that at any later period, with reorganization, our files can be consolidated with the main FCC files by mere physical relocation. STAT  
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(3) [ ] office keeps the file of memoranda and messages to and from the various field offices of the Service. In this case also this message file is a branch of our Mail and Files, and its classifications should follow those of the general FCC Mail and Files organization. Messages and cables sent to other agencies, however, are filed with our Mail and Files Division. STAT

(4) All memoranda and messages to and from the field offices are routed through [ ]. Copies of all such messages, however, except those of a purely routine character, are sent to the Office of the Director. STAT

(5) The Director's Office keeps a file of carbon copies of letters written to the Service making favorable comment upon its work. This, however, is again a special file of carbons, not originals. When letters of this character are received by others in the Service, they should be forwarded to the Director's Office, where copies will be made, and the originals will then be sent to Mail and Files.

[ ] Secretary to the Director, working with [ ], will see that the arrangements defined above are put into execution. STAT

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[ ]  
Robert D. Leigh  
Director  
Foreign Broadcast Intelligence Service

December 28, 1942

To Division and Section Chiefs of FBIS:

A number of recent instances of loss of letters and confusion due to lack of centralization of our files indicates that Administrative Memo No. 3, Paragraph F, and Administrative Memo No. 5, both dealing with our practice in regard to mail and telegrams, are not fully in operation.

In one instance, a section chief carried on correspondence with a non-Governmental agency without reference to correspondence and regular relations carried on by the Director's Office over a preceding period of months. No arrangement has been made for sending official letters to outside agencies over section chief signature.

In another case an important letter from the War Department came through the Mail and Files to the Director's Office indicating that a previous letter had been sent to us and a reply received from us, neither of which could be located until it was found that a division chief had replied to the letter, and that no copy of either the original letter or his reply had been sent to Mail and Files.

Ten days ago the Chairman of the Commission had a meeting with the department heads to review the filing procedure in relation to correspondence. The arrangements which are stated in Administrative Memos No. 3 and 5, and to which we agreed several months ago, were verified as sound.

In the accompanying memorandum, No. 13, I am attempting to sharpen and clarify these arrangements. I am surer now than when I came here that these arrangements, based as they are on general office practice and Governmental experience, are the most efficient we can devise. [redacted] and I have operated with them for five months, using Mail and Files, and have had no difficulty with lost letters or any delay. Evidently division heads are not operating completely under the regulations. A central file for FBIS is a plain necessity and economy. People cannot keep Government business in their hats, in their desks, or in private files and not cause difficulties to others.

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[redacted]  
Robert D. Leigh  
Director  
Foreign Broadcast Intelligence Service